

Appendix A – Sample Probation Officer Report



SUPERIOR COURT OF THE DISTRICT OF COLUMBIA
Family Court – Court Social Services Division

☐ INITIAL HEARING (SOO) ☒ STATUS/TRIAL ☐ SOCIAL STUDY ☐ PROBATION REVIEW ☐ PROBATION REVOCATION

****ALL NEW INFORMATION SINCE THE LAST HEARING IS IN ITALICS PRINT****

RE: JOHN SMITH
AKA: JOHN DOE

Date: *April 26, 2016*

Soc. File No.: 2002-123456

To The Honorable Peter Judgment

Docket No.: 2015DEL1234, 2016DEL0001 &
2016DEL123, 2016DEL345

From: Probation Officer Cynthia Jones
Youth Information

Hearing Date: *May 2, 2016*

True Name: John Doe (adopted name)

Address: 1234 2nd Street SW #123
Washington, DC

Aliases: John Doe

Telephone: 202-123-4567

Age: 17 years old

Date of Birth: 11/11/1998

Gender: Male

Birthplace: D.C.

Time in DC Area: Lifetime

Living With: Shirley Smith, mother

Dependents: Unknown
Academy/12th

Current School/Grade: Accotink

*Miranda Rights, SPO Phone # 202-123-1234
Susan Officer, SPO Phone # 202-123-5678
Interstate Compact Unit 510 4th. NW Washington, DC 20001 Fax# 202-123-6789
Phyllis Wong, Region I Program Manager, 202-508-1819 Cell 202-123-5678*

Social Security No.: N/A

Medical Insurance: N/A

X Ref#: 00123654

PDID No.: 123456

CASE INFORMATION:

Offense/DC Code: Theft II-22DC3211,3212B, Receiving Stolen Property-22DC3232A,C2 and Unlawful Entry-22DC3302

Plea: Pre-Adjudicated

Judgment: N/A

Release Status: Youth Shelter House

Detainers or Pending Charges: None

AAG: Marybeth Wilson

Telephone: 202-345-6789

Defense Counsel: Derrick Law

Telephone: 202-234-5678

Email: attorneylawd@gmail.com

OFFICIAL VERSION (PD 379 or Petition): *Pre-Adjudicated.*

YOUTH'S VERSION: *Pre-Adjudicated.*

COURT RECORD (Juvenile, Abuse/Neglect, Adult and other jurisdictions):

<u>Date of Arrest</u>	<u>Charge & Docket No.</u>	<u>Disposition</u>	<u>Verified by</u>
2015 DEL 123			
9/3/2015	Assault with Dangerous Weapon	9/10/15, 5 Day hold Not Petitioned	CourtView
2015 DEL 456			
9/21/15	Threats	9/21/15, Not Petitioned	CourtView

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2015 DEL 1234

11/19/15	Theft II, Attempted Theft II, DOP (m) & Tampering With a Secured Bike	2/23/16, Plea entered to Tampering 5/6/16, Disposition scheduled Before Judge Judgment	CourtView
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2016 DEL 0001

1/2/16	<i>Destruction of Property-Felony</i>	<i>2/24/16, Plea entered to DOP-Misdemeanor 5/4/16, Disposition scheduled Before Judge Judgment</i>	<i>CourtView</i>
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2016 DEL 123

3/23/16	<i>Robbery</i>	<i>4/7/16, Plea entered to SA and Theft II 5/7/16, Disposition scheduled Before Judge Judgment</i>	<i>CourtView</i>
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2016 DEL 567

5/9/16 <i>Instant Offense</i>	<i>Theft II, RSP and UE</i>	<i>5/12/16 Secure status scheduled before Judge Judgment</i>	<i>CourtView</i>
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CURRENT and PAST PRE-ADJUDICATION, PRE DISPOSITION, PROBATION SUPERVISION ADJUSTMENT:

The youth was last before the court before Judge Peter Judgment on February 22, 2016, at which time he entered a plea of involvement to Tampering (2015 DEL 1143) and Destruction of Property-Misdemeanor (2016 DEL 0007). John was released with conditions to his mother, Ms. Shirley Smith, despite the recommendation of Court Social Services for him to remain in Youth Shelter House placement. He was arrested on the Pre-Petition Custody Order in the instant offense on the next day. Therefore there is no information to report regarding his adjustment to being placed back in the care of his mother.

Before his most recent offense, John was placed at Kennedy Youth Shelter House on 2/3/16 due to non-compliance to his court release conditions and behavioral problems his grandmother was having in the home. He adjusted well at the YSH during his almost three week stay. There were no reports of unusual incident reports or behavioral problems in the youth shelter home.

UPDATE: March 2, 2016 – John appeared before Judge Lawyer Lawyer in 2016 DEL 123 on Tuesday, March 1, 2016. A trial date was set in that matter for April 6, 2016. He was remanded to Youth Shelter House Placement, and was placed at Dupont III YSH on the same evening. As he has been there for less than 24 hours, there is no information to report at this time regarding his adjustment.

UPDATE: March 25, 2016 – The youth last appeared before Judge Judgment and Judge Lawyer on March 8, 2016. At that time he remained remanded to Dupont III. Since his placement at Dupont III, the youth was doing well. On March 19th he amassed his first incident report on allegations of smoking marijuana in the facility, a fact that John denies. After this Officer informed John that his weekend pass would be in jeopardy if his drug test results were positive, he absconded from the facility several days later. A custody order was issued for his arrest on March 25, 2016.

UPDATE: April 11, 2016 – The youth last appeared before the court on April 6, 2016 at which time he entered a plea of involvement in 2016 DEL 123 to Simple Assault and Theft II. At the April 6th hearing a custody order was quashed that was a result of the youth having absconded from the ASY Shelter House on March 29, 2016. Prior to his placement at ASY, he had been out on a custody order after absconding from Dupont III Youth Shelter House on March 25, 2016. And even though he had previously absconded from two different Youth Shelter House placements in the span of a week, he was released home to his mother on April 6th after entering a plea of involvement. This Officer conducted a curfew check/home visit that same evening and at 9:15 pm, John was not home despite having a 7:00 pm curfew. Three short days after his release home, he incurred the Instant Offense before this court on allegations of Theft II, Receiving Stolen Property and Unlawful Entry.

UPDATE: April 26, 2016 – John last appeared before Judge Judgment on April 13th after probable

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cause was found in his most recent case of 2016 DEL 567. At that time given the new case and past abscondence from shelter home placements, he was remanded to the Youth Services Center pending his next court date. Since his detainment, this Officer has not received any notice of incident reports or negative behavior while in detention.

FAMILY GROUP CONFERENCE: There has been no FGC during this reporting period.

EMPLOYMENT HISTORY: N/A

SOCIAL HISTORY: N/A

School:

Current School: Accotink Academy in Springfield, Virginia

Current Grade: 12th

Standardized Test Results:

IQ Test Results:

Special Ed. (Y/N): Yes

If Yes, IEP Classification: N/A

Special Needs:

Comments:

Health: N/A

Physical Health Concerns: None

Mental Health Concerns: See Below

Medication(s): See Below

Treatment Program/Contact Person: Psychiatric Institute of Washington (PIW)/Ms. Courtney Segal

Address: 4228 Wisconsin Avenue, NW WDC 20016

Telephone No.: 202-885-5600

Time in Program: 21-day

Comments:

The youth has a past mental health history that includes treatment of Mood Dysregulation Disorder and ADHD. He has previously been prescribed psychotropic medications, (a regimen of Lithium,

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Abilify and Clodine), however since the inception of his cases before this Judiciary; he has not had access to his medication. Attempts to reach his adopted mother to inquire about the medication history and source of prescription have been unsuccessful. A review of John's case file indicates that there is an extensive history of mental health issues and attempted treatment, including several hospitalizations at PIW and Adventist Behavioral Health. While at ABH John had several incidents of assaulting staff and other patients. Past emails from his adoptive mother indicate that he has threatened to kill her and her family on several occasions.

A psychoeducational evaluation completed by the Child Guidance Clinic on 2/2/2016 gave the following diagnostic impression:

DSM-5 DIAGNOSIS:

296.99 (F34.8) *Disruptive Mood Dysregulation Disorder*

313.89 (F94.1) *Reactive Attachment Disorder*

314.01 (F90.2) *Attention Deficit Hyperactivity Disorder (By History)*

315.1 (F81.2) *Specific Learning Disorder impairment in mathematics (accurate calculation)*

V61.20 (Z62.820) *Parent-Child Relational Problem*, V15.41 (Z62.810) *Personal History (past history) of physical abuse in childhood*, V15.41 (Z62.810) *Personal History (past history) of sexual abuse in childhood*, and 995.52 (T74.02XA) *Child Neglect, initial encounter*.

The evaluator further indicates that "Information provided by the client and collateral sources indicates that his symptoms continue to meet criteria and Disruptive Mood Dysregulation Disorder. He also received a new diagnosis of reactive attachment disorder. John also demonstrates budding elements of an addiction to pornography, while not diagnosable, this should also be addressed."

Of grave concern to this Officer and the youth's mother, Ms. Shirley Smith is the fact that John has not had his psychotropic medications for several months. Because of the transition of the youth from his adopted mother's care in Virginia, his Virginia Medicaid was discontinued in September of 2015. Ms. Smith has applied for DC Medicaid and the case is still pending.

The psychoeducational evaluation has recommended the following:

- 1. It is recommended that John receive a medication to address his chronic irritability and mood stability.*
- 2. It is recommended that John attends therapy to address his current attachment and mood problems. Therapy can help alleviate his familial problems.*

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3. It is recommended that John is referred to specialist that works with youth addictions and in particular addictions to pornography. The Department of Behavioral Health should be consulted to assist in finding a therapist that can provide this specialized service.

4. It is recommended that John receives a tutor. A tutor will assist him in increasing his math, reading, and writing skills.

5. John will likely benefit from a mentorship program. John should be given a mentor in order to assist him in developing healthy relationship in which he may feel comfortable expressing himself. A mentor will further assist him in engaging in educational and structured activities.

It should be noted that this Officer has referred the family to Hillcrest Children and Family Services for an intake; however the lack of medical insurance information is stalling the process of obtaining crucial mental health services.

Substance Use/Abuse:

Type of Drug(s) Used: Unknown

Period of Usage:

Test Results:

Most Recent Treatment: None

Program Name/Contact Person:

Telephone No.:

Address:

Compliance:

Comments: John has refused to provide a urine sample during the last seven attempts to get him to drug test. Please see PRISM results below.

Drug Testing

Function	Date	Drug Test Type	Coc	Amp	Pcp	Opi	Meth	Mari	Alc	Crea	Result	Status	Compl
PT	4/9/2016	Lock Up	=	=	=	=	=	=	=	=	Unable		
PT	3/29/2016	Lock Up	=	=	=	=	=	=	=	=	UnavilLUP		
PT	3/23/2016	Surveillance	=	=	=	=	=	=	=	=	Unable		

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<u>PT</u>	<u>2/24/2016</u>	<u>Lock Up</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Unable</u>	
<u>PT</u>	<u>1/2/2016</u>	<u>Lock Up</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Unable</u>	
<u>PT</u>	<u>12/2/2015</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Unable</u>	
<u>PT</u>	<u>8/1/2015</u>	<u>Evaluation</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>Unable</u>	
<u>PT</u>	<u>4/6/2016</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoReport</u>	<u>NO</u>
<u>Comments: Drug testing suspended due to multiple failures to report</u>												
<u>PT</u>	<u>3/30/2016</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoReport</u>	<u>NO</u>
<u>PT</u>	<u>3/16/2016</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoReport</u>	<u>NO</u>
<u>PT</u>	<u>3/10/2016</u>	<u>Placement</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoSubmit</u>	<u>NO</u>
<u>PT</u>	<u>12/16/2015</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoReport</u>	<u>NO</u>
<u>Comments: Drug testing suspended due to multiple failures to report</u>												
<u>PT</u>	<u>12/9/2015</u>	<u>Surveillance</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoReport</u>	<u>NO</u>
<u>PT</u>	<u>11/25/2015</u>	<u>Placement</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>=</u>	<u>NoSubmit</u>	<u>NO</u>
<u>PT</u>	<u>11/25/2015</u>	<u>Placement</u>	<u>N</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>N</u>		<u>YES</u>
<u>PT</u>	<u>10/20/2015</u>	<u>Lock Up</u>	<u>N</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>N</u>		<u>YES</u>
<u>PT</u>	<u>8/3/2015</u>	<u>Evaluation</u>	<u>N</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>=</u>	<u>N</u>	<u>=</u>	<u>N</u>		<u>YES</u>

SOURCE (S) OF INFORMATION:

Significant Contact Person: Kathy Doe
Relationship to Youth: Adopted mother
Telephone Number: 202-579-8985

Significant Contact Person: Janice Smith
Relationship to Youth: Biological mother
Telephone Number: 202-910-0107

*****The following was reported during a previous intake interview by Ms. Kathy Doe who has since terminated her interest in this case. Information is contained herein to allow for a complete picture of familial relations and the special circumstances of youth's current situation.*****

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YOUTH & FAMILY HISTORY: According to Kathy Doe, adoptive mother, the youth resides with her in an apartment located at 4321 South Washington Street, 123, in Alexandria, Virginia, 22314. The adoption originated from a report of physical/sexual abuse and neglect in 2009, as a result of the Neglect case 2003 NEG 001. Ms. Doe indicated she and the youth have a poor relationship. Ms. Doe further indicated that the youth's relationship with his biological mother was dysfunctional. According to the adoptive mother, Ms. DOe, indicated the youth recently reconnected with his biological family in February 2015. According to Ms. Doe, the adoptive mother, she allowed the youth to spend the summer with his biological mother and grandmother; however, she reported that it has caused a strain in their relationship. The youth's older brother, who was also raised by Ms. Doe, recently turned 18 and is now living with the grandmother. According to Ms. Doe, the youth's biological father is unknown. Ms. Shirley Smith is the biological mother whom resides in NEDC.

Ms. Doe, the youth's response to parental authority is described as poor. She further indicated, the youth fails to adhere to the rules of the home. She reported that John is very disrespectful, unmanageable, aggressive and physically abusive. It is reported that the youth has broken Ms. Doe's personal property, stolen money, credit cards, personal possessions of hers and that of other family members and neighbors. The Alexandria and Prince George's County Police were notified. In Va, she indicated that six police reports were taken within the last 4 weeks. A total of at least fifty reports were taken in PG. County for threats, destruction of property, and threats to kill Ms. Doe (2013, 2015). Threats were last directed at Ms. DOe on October 3, 2015, as the respondent refused to adhere to her directive pertaining to attending school on that date.

According to the adoptive mother, in 2013, the youth pulled a knife on a PG Police officer responding to a theft call at her residence. According to Ms. Doe, the officer was able to calm the youth down via communication. No arrest was made during the aforementioned encounter. The youth has a long history of absconding from the home. The abscondances began in 2007, and continued until 10/19/15, Alexandria police were summoned to Ms. Doe's residence and a police report was taken. The adoptive mother further reported that the youth has absconded over 100+ x's since 2007. Police reports were taken in most of the aforementioned abscondances. Ms. Doe reports, the youth would abscond from home and school (various schools over the years.)

UPDATE: January 21, 2016 – This Officer has not had an opportunity to speak with the youth's adopted mother to get a clear picture of what led the youth to her care and what the circumstances were that led her to send him back to his biological family. A thorough review of his case file indicates that he was born addicted to substances, and while his biological mother initially refused to take him home once he was discharged from the hospital, she did eventually take him. He was with her until the age of 3 at which time he was removed from the home due to allegations of John being physically and sexually abused. After stays in several different foster homes, he was adopted by Ms. Kathy Doe at the age of 9.

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During the last month and a half of his placement with his grandmother, I have observed that Ms. Mimi Smith is not equipped to handle the stress of dealing with John and all his behavioral and attitude issues. This Officer typically receives three to four calls, voicemails (sometimes on weekends), or text messages per week from Ms. Smith detailing John's behavior and how she cannot handle it. Most recently John stole an Enterprise rental car (rented by Ms. Smith), crashed the car and then left the scene of the accident. Ms. Smith was so distraught over the course of these events that she sent John to go stay with his biological mother (her daughter), Ms. Janice Smith for a few days. It is this Officer's understanding that Ms. Janice Smith has lost her parental rights due to the past instances of abuse and neglect.

UPDATE: February 19, 2016 – This Officer has filed reports with both Child and Family Services Agency as well as Child Protective Services of Alexandria Virginia regarding the youth's adopted mother, Ms. Kathy Doe severing her ties with the youth and in essence "giving him back" to his birth family without the court's involvement. At some point in the case it will be important that the youth have a stable home environment to go to and this is not the case at this time. His grandmother Ms. Mimi Smith, is ill-equipped to handle his mental health needs and behavioral problems and his biological mother had her parental rights terminated by the courts in 2003. This Officer has spoken to Ms. Janice Smith (biological mother) who has reported that she has taken steps to begin the process of having her parental rights reinstated.

UPDATE: April 11, 2016 – On April 6, 2016, the youth was released to his biological mother, Ms. Janice Smith, although she is not the legal guardian. Ms. Smith has seamlessly assumed the role of caretaker for John and his brother (who also had previously lived with Ms. Doe). She has begun the process of applying for SSDI and medical insurance for John.

UPDATE: April 26, 2016 – This Officer spoke with Ms. Smith who stated that she has continued to follow up on the status of John's health insurance and SSDI benefits and was recently informed that a decision would be made by May 1st.

EVALUATIVE SUMMARY: *The youth is a 17 year old before the court after being arrested on allegations of Theft II, Receiving Stolen Property and Unlawful Entry. He is also awaiting disposition in three previous matters for Tampering, Destruction of Property, Simple Assault and Theft II. John's case has been a difficult one since its inception. This youth was adopted nine years ago, however his recent delinquent behaviors have led his adoptive mother, Ms. Kathy Doe, to let him go be with his biological family. His biological mother, Ms. Janice Smith is willing to assume responsibility for John, however her parental rights were terminated years ago and she has only just begun the legal process of trying to have her rights reinstated. In the meantime, this court had placed John in the various Youth Shelter Homes as well as the home of his mother, Ms. Janice Smith.*

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John's community supervision has been plagued by non-compliance to his court orders (missed office visits, curfew violations, truancy, abscondences, etc.) and incurring new criminal matters while already under supervision.

INDIVIDUAL SERVICE PLAN:

1. Curfew directly after school unless with parent or shelter house staff
2. Comply with all shelter house rules and regulations
3. Comply with all reasonable referrals from CSS
4. Stay away from 3212 7th Street NE, and Michael Jones, Jean Jones
5. Drug test today and if positive weekly drug testing
6. No rearrest

UPDATED: April 26, 2016 – Secure Detention

Youth is to comply with recommendations and referrals of Probation Officer and services are to be implemented at the discretion of P.O.

Youth may be placed on electronic monitoring as a sanction at the discretion of Probation Officer.

RECOMMENDATION:

It is respectfully recommended that the youth remains detained at the Youth Services Center pending trial. It is further requested that the court order a psychiatric evaluation to assist in the facilitation of the commitment process, should the youth be deemed not appropriate for probation.

****This PO is unavailable for Court hearings on *Wednesdays* due to curfew tour of duty. ****

Respectfully submitted,

Cynthia Jones

Probation Officer
(202) 123-6789/ (202) 123-7809

Approved by: ***Miranda Rights***

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Field	Source	Comments
Type of Report Check Box	This may be able to be determined from the CourtView Docket code selected (Report is uploaded to CourtView as an image attached to a docket).	Initial Hearing (SOO) is for PIN only. All other boxes are for both PIN & DEL
RE:	Respondent Name in CourtView	
AKA:	Alias(es) in CourtView	May be multiple lines
...Honorable:	Judge Name in CourtView	
From:	YAS ID for report creator	
Date:	sysdate	
Soc. File No:	CourtView Case Number (JSF real_case.dscr)	
Docket No:	Related cases for Respondent (DEL, PIN only) in CourtView	
Hearing Date:	Next Hearing Date from CourtView	This is the earliest future date from all related cases
YOUTH INFORMATION	All CourtView fields are for the respondent:	
True Name:	CourtView PTY full name	
Aliases:	Alias(es) in CourtView	May be multiple lines
Age:	CourtView Age	
Gender	CourtView Gender	
Time in DC Area	User Entry	
Dependents	User Entry	
Social Security No:	CourtView SSN	
X Ref#:	CourtView xref	
Address:	CourtView current address	
Telephone:	CourtView Home Phone	
Date of Birth:	CourtView DOB	
Living With:	User Entry	
Current School/Grade:	CourtView	May be overwritten by user
Medical Insurance	?	
PDID No:	CourtView PDID	
CASE INFORMATION:		
Offense/DC Code:	May get from Petition, but probably user entry	
Plea:	User Entry	
Release Status:	CourtView Condition Agency	
Detainers ...	User Entry	
AAG:	User Entry	
Defense Counsel:	CourtView Respondent Atty	
Judgment:	User Entry	
Telephone (AAG):	User Entry	
Telephone (Defense):	CourtView Respondent Atty business phone	
Email:	CourtView Respondent Atty email address	

PAGE 2		Page numbers may not align with copied report above due to RFP header etc.
Official Version ...	CourtView JSF Docket Statement of Facts	
Youth's Version:	User Entry	
COURT RECORD	CourtView Charges for all related DEL, PIN cases	
Date of Arrest	CourtView Arrest Date	
Charge & Docket No.	CourtView Charge (ACTN_CD)	
Disposition	CourtView Disposition Date and status	
Verified by	"CourtView"	constant
PAGE 3	All data is user Entry. Current (New) entry is italicized.	This data is accumulated from past reports. All older information is kept as normal text while new entries are in italics.
PAGE 4		
Family Group Conference	User Entry	
Employment History	User Entry	
Social History	User Entry	
School:		
Current School	CourtView	
Current Grade	CourtView	
Standardized Test Results	User Entry	
IQ Test Results	User Entry	
Special Ed	User Entry	
IEP Classification	User Entry	
Special Needs	User Entry	
Comments	User Entry	
Health	User Entry	
Physical Health Concerns	User Entry	
Mental Health Concerns	User Entry	
Medications	User Entry	
Treatment Program ...	User Entry	
Address:	User Entry	
Telephone No.	User Entry	
Time in Program	User Entry	
Comments	User Entry	This data is accumulated from past reports. All older information is kept as normal text while new entries are in italics.

PAGE 5	All data is user Entry. Current (New) entry is italicized.	This data is accumulated from past reports. All older information is kept as normal text while new entries are in italics.
PAGE 6		
Substance Use/Abuse:		
Type of Drug(s) Used	User Entry	
Period of Usage:	User Entry	
Test Results:	User Entry	
Most Recent Treatment:	User Entry	
Program Name/Contact Person	User Entry	
Telephone No.:	User Entry	
Address:	User Entry	
Compliance:	User Entry	
Comments:	User Entry	
Drup Testing	This data is pulled from Pre-Trial Services exactly as shown in the report	
PAGES 7 & 8	All data is user Entry. Current (New) entry is italicized.	This data is accumulated from past reports. All older information is kept as normal text while new entries are in italics.
PAGE 9		
...commments at top	remainder of Pages 7 & 8 user entry	
RECOMMENDATION:	User Entry	
Probation Officer	YAS User who creates report	YAS needs to have the full name of each user and their telephone numbers stored within the system. A script font is to be used for the signature. YAS shall generate an email to both supervisors that can also include other attachments. I.e., YAS needs to bring up an Outlook send message screen with the report included as an attachment. The PO can then add other attachments if necessary.
Approved By:	YAS Supervisor who approves the report	As stated above, when a PO creates a report, YAS will

		<p>send an email to their 2 supervisors (stored in YAS). Whichever ones responds to the email that YAS automatically sends to both when the report is created, will have their full name entered in the Approved By field. Both supervisors names and phone numbers will appear below the signature line. Once a supervisor approves the report, the supervisor needs to forward the email they received from the PO to the Judge with the now modified report attached (SPO signature) as a Word Document. This email needs to first appear in Outlook to allow the supervisor to modify the other attachments.</p>
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